

From: DPA EIS Helpdesk

Sent: Thursday, March 06, 2003 10:07 AM

To: All DPA Statewide Staff; All DPA State Associates; DFYS Eligibility Staff

Subject: TIPS FOR COMPLETING NOTICES

Broadcast from Systems Operations and Field Services
To All DPA Statewide Staff, All DPA State Associates

Tips for Completing Notices

Printed notices are one of the primary ways we communicate with clients, and as such, these notices must be as clear and understandable as possible.

When notices are designed, simplicity and clarity for the readers are the main objectives. EIS notices use various formatting options, such as multiple choice, mandatory entry fields, and columns. If completed correctly, the printed version will maintain the alignment that has been built into the notice. A properly aligned notice allows the client to more easily read and understand what they are required to do.

Systems Operations has compiled some hints and information about the best way to complete notices that are understandable and formatted correctly. Please take a few moments to review the attached document.

The Notice Tips document is also included on our website <http://dpasysops.hss.state.ak.us/production/default.htm>. Go to the *SYSOPS TIPS AND DOCUMENTATION* section, and click on "New Notice Tips".

If you have any questions, please contact the Help Desk at [DPAEIS Helpdesk](mailto:DPAEISHelpdesk@health.state.ak.us) or EISHelp@health.state.ak.us.